

GENERAL INFORMATION

You may submit this report online at our web site: <http://jobs.utah.gov/ui>

A wage list report is part of the Employer's Unemployment Contribution Report filing. The wage list may be submitted on one of the following formats:

Form 3H, Employer's Quarter Wage List. Additional forms are available free of charge by calling 801-526-9493 or 1-800-222-2857 option 8 or go to our web site and download an Employer's Quarterly Wage List (Form 3H). Wage lists may be submitted on plain white paper if the data is printed in the exact same format and placement as department Form 3H. Specifications and a template are available by calling the above number.

Magnetic and electronic reporting options are available. You may submit by cartridge, diskette, CD, or by uploading to our secure web site. Specifications are available by calling 801-526-9590. **Employers with 250 or more employees must submit wage information electronically.** Employers and accountants are encouraged to use the electronic reporting options.

FORM PREPARATION

For assistance call 801-526-9235 option 5 or 1-800-222-2857 option 5.

The form will be processed on an optical character reader (OCR). While the OCR is capable of reading clear hand printing, the accuracy rate can be substantially increased if the report is completed by using a typewriter or printer with a black ribbon. If the report is HAND PRINTED, letters must be in upper case only and in a block style similar to the sample on the front of the form.

The employer's name and Utah Employer Identification Number shown on the Form 3 should be entered in the space provided at the top of each wage list form submitted.

For each employee, enter their:

Social Security Number. If an employee has no social security number, leave the field blank and have your employee immediately take steps to secure a number.

First initial and last name.

Gross wages before deductions. Include compensation for cash, bonuses, commissions, gifts, tips, etc. as one wage figure. Employees who receive no compensation during the quarter should not be listed. All wage figures should be reported in whole dollars only.

The grand total of all wages on all pages of the wage list should agree with Line 3 Total Wages on the Employer's Unemployment Contribution Report. If an error is made when typing this report, please strike over the error and retype on the following line.

ADJUSTMENTS FOR PRIOR QUARTERS

Do not adjust any error made in prior quarters on this report. Contact Report Adjustments at 801-526-9235 option 4 or 1-800-222-2857 option 4 for adjustment forms or go to The Public Information and Services Section of our web site to amend the report online.